



New Jersey Office of the Attorney General

Division of Consumer Affairs
State Real Estate Appraisers Board
124 Halsey Street, 3rd Floor
P.O. Box 45032, Newark, NJ 07101
(973) 504-6480



TRAINEE APPRAISER PERMIT INSTRUCTIONS

NOTE: Please review the enclosed copy of Board regulations governing the Trainee Appraiser Permit Program (N.J.A.C. 13:40A-4).

1. Please type or print clearly. Your application must be signed and notarized in order to be processed.
2. Each question must be completed in its entirety. Questions not applicable should be so indicated by entering "N/A". If additional space is required for any of the questions, attach additional pages using the same format as the space provided.
3. Applicants are required to submit all education course completion certificates and the AQB Course Tracking worksheet, listed in connection with this application.
4. Incomplete applications will be returned to you and delay consideration of your application and the issuance of your trainee permit. Make sure to include the \$100.00 annual trainee permit fee with your application. Remittance must be in the form of a **non-refundable check or money order** made payable to "**New Jersey State Real Estate Appraisers Board**".
5. The application form must include a designation of the certified individual who will agree to serve as your "Supervising Appraiser". Regulations require that this individual acknowledge this responsibility in writing by completing the certification of supervising Appraiser form.
6. Regulations also require that you notify the Board in writing, within seven days in the event that a designated "supervising appraiser" ceases to agree to perform this function on your behalf. An individual may have multiple supervisors, each of whom must be identified to this Board. Please also note that Board regulations require that the supervisor supply you with a copy of any appraisal report in which you participate. **You must return your permit to the Board within 30 days in the event you no longer have direct supervision.**

Trainee Permit Instructions

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7. The trainee shall maintain a log on the forms supplied by the Board. These forms may be reproduced. The log will record work performed by the trainee toward the fulfilling of the experience requirement for licensure or certification. The supervising appraiser is required to sign off on log entries at least monthly. Trainees must maintain a separate log for each individual designated as a "supervising appraiser".
8. The trainee shall ensure that the log is available at all times for the Board's inspection.
9. Upon renewal, trainees will be required to submit the log for the Board's review. Trainees and supervisors should take care to **check the appropriate boxes** to indicate their level of participation in the appraisals listed in the log.
10. When performing appraisal assignments, trainees are **required to carry the wallet card issued by the Board** that indicates their permit number.

Any questions regarding the trainee permit program should be directed to the Board office at 973-504-6480.